

Title IV-E Eligibility F.A.Q.

1. What Out of Home Placements should be entered in eWiSACWIS for eligibility purposes?

The Eligibility Unit strongly encourages ALL court ordered placements be entered into eWiSACWIS, regardless of whether they are IV-E reimbursable placements or not. There are several reasons for this:

- 1) The Eligibility Unit has discovered that many workers struggle with understanding when an AFCARS/IV-E placement episode begins. It is vital that all placements be tracked should there ever be an audit of the State's eligibility.
- 2) In the past, counties and the State of Wisconsin have typically tracked placements that were IV-E reimbursable. Placements that are not reimbursable need to be tracked for administrative claiming and also as proof of the beginning and/or continuation of a placement episode. Entering all placements into the system also ensures that claiming can be maximized.
- 3) Federal AFCARS reporting does not want gaps in the child's placement history.

2. What is the difference between an initial Out of Home Placement Begin Date and the Removal Date?

The child's removal date is the date the child was physically removed from his or her home and is the start of a new placement episode in out-of-home care. Alternately, the child's placement begin date is the date the child is placed in an out-of-home care setting. Most often a child's removal date and the initial placement begin date are the same. A child may be in several different placements within one placement episode. For example, a child is removed from his or her home on May 1, 2017 and placed in a foster home. The Removal Date would be May 1, 2017 and the Out of Home Placement Begin date would also be May 1, 2017. If the child would then be placed in a different foster home on May 15, 2017, the begin date of this second Out of Home Placement would be May 15, 2017 but the Removal Date is still May 1, 2017 since that is when the child was originally removed from his or her home.

3. Is there a link between the Title IV-E Eligibility page and the Medicaid Eligibility Determination page?

Yes. The most recent Title IV-E status pre-fills onto the Medicaid Eligibility Determination page. Additionally, the Med Stat Code pre-fills based on the child's Title IV-E status and placement phase (pre TPR, post TPR, adoptive, or subsidized guardianship).

4. Does the Eligibility Unit complete the MA Certifications for counties in addition to completing the IV-E eligibility determination?

No. Counties, except DMCPs, are responsible for completing the MA Certifications for the children receiving services in the county. For DMCPs the eligibility unit does do the MA certifications for children placed in out of home care under the DMCPs's jurisdiction.

5. Can a MA Certification be completed prior to the completion of a Title IV-E determination?

Yes. If the county chooses to complete a MA Certification prior to a Title IV-E determination they should treat the child as a family of one.

6. What is the referral process for the Eligibility Unit?

An automated email is sent to the eligibility unit once there is an approved placement. The following steps help strengthen the referral and reduce requests/questions from the eligibility unit.

STEP ONE

Several pieces of information necessary for the eligibility referral come from different areas in eWiSACWIS.

- 1) Person Management Record for the Child:
 - Basic Tab: Child's Name, Date of Birth, Social Security Number, US Citizen Status
 - Parent Info Tab: Child's Mother and Child's Father
- 2) Mother's Person Management Record
 - Basic Tab: Mother's Name, Date of Birth, Social Security Number, Race, US Citizen Status
- 3) Father's Person Management Record
 - Basic Tab: Father's Name, Date of Birth, Social Security Number, Race, US Citizen Status
- 4) Document the child's Out of Home Placement(s). Upon approval of the initial removal Out of Home Placement, the referral to the Eligibility Unit will automatically be sent.

STEP TWO

Once the above information has been completed, please ensure that the Initial Assessment, CPS report, or case notes thoroughly explain the removal home situation detailing who was in the home and the circumstances surrounding the need for removal.

STEP THREE

Add all the court documents to Imaging. The necessary paperwork includes:

- 1) Document that lead to the hearing for removal (i.e. the Temporary Physical Custody Request or the Request for Change of Placement)
- 2) Removal Order (i.e. Temporary Physical Custody order, Change of Placement Order (in home to out of home)) OR Voluntary Placement Agreement
- 3) Petition

STEP FOUR

Add all additional court documents to Imaging as they become available. The necessary paperwork for Title IV-E ongoing redetermination purposes are as follows:

- 1) All court documents containing the judicial language of placement and care responsibility (PAC) (i.e. dispositional orders, extension orders, change of placement orders, etc).
- 2) All court documents/orders containing the judicial finding of Reasonable Efforts to achieve the goals of the Permanency Plan (REPP).
- 3) Any Change of Placement orders (out of home to In Home)
- 4) Any Termination of Parental Rights Orders
- 5) Any Guardianship Orders (see the SG Initial Determination user guide for additional documentation requirements)